

Key Points Summary from the Liaison Call on November 17, 2015

- The Help desk phone number is 855-659-6599. All MiSACWIS questions, including Single sign-on (SSO) issues should be directed to this number.
- Contact CCFMU for Policy related questions at DHS-CCFMU@michigan.gov
- 2094/4471-if program components are in status of, In-Progress or Pending Approval 2091's will not be able to be routed for approval until they are Approved.
- For all FY 2016 budgets to be approved by the CCFMU manager, the following Steps must be completed in MiSACWIS, in the order listed below.
- 2094/4471-User Role-Fiscal staff, Organization Manager, Judge....task review and route to Judge....task review and route to Judge or CCFMU Manager. 2094/4471 MUST be approved by CCFMU Manager before any other forms can be routed for approval.
- 167/168-User Role-Fiscal Staff, Organization Manager, Judge...task review and route to Judge or CCFMU Manager. 167/168 MUST be approved by CCFMU Manager before a 2091 can be routed for approval.
- 2091-User Role-Fiscal Staff, Organization Manager, Judge,.....task review and route to Judge.
- 2091- User Role-Judge.....task review and route to County Commissioner (or CCFMU Manager if no County Commissioner). This will capture the Judge's signature on the form.
- 2091 – User Role-County Commissioner (if applicable)....task review and route to CCFMU Manager. This will capture the County Commissioner's signature on the form.
- When the CCFMU Manager approves the 2091, the 2093 and 2095, MiSACWIS will then indicate the budget has been approved.
- After all of the forms are approved by the CCFMU Manager, the 206b and 207 can be entered and routed for approval to the CCFMU Manager.
- New Component – if this is showing up in your Program Component screen and it should not be there, please contact the Help Desk to delete.
- Terminated Programs – Even though terminated was selected for a program the information still has to be entered for FY16. Next year, FY17 the program will be gone.
- There are 24 courts and 3 tribes that have not taken any action on routing your program components (budgets) for approval. This is a reminder that reviews can take time, so please get

in there and start routing your program components for approval to Central Office and Kelly Walters.

- **Authorized Requestor (AR)** if you have not yet submitted a name for your Authorized Requestor please do so now. We are currently missing 21 ARs. Please name an AR and email the DHS 815 to MDHHS to Application Security. New MiSACWIS users will not be added to MiSACWIS if an AR is not identified for your court or tribe.
- **MiSACWIS Security Test** reviewing these yesterday and there are quite a few individuals that have not completed the test.